What: Enhancing Classroom Instruction with MS Office

Where: Offered in the CAB lab at 300 West

When: Tuesdays from 4:15 to 6:45

Dates: April 13 through May 11th

Week 1 Tips and Tricks with MS Word

Week 2 Tips and Tricks with MS PowerPoint

Week 3 Teach and Tell with MS PowerPoint

Week 4 Tips and Tricks with MS Excel

Week 5 Teach and Tell with MS Excel

For those of you who have merely heard great things about Microsoft Office, come and explore with us. For those who have already used MS Office for personal or professional purposes, come and discover/share new ways to use this engaging software in your classroom!

Week 1 Following a group introduction, participants will take a performance pretest to show what they already know and can do with Word. They will then group by ability or subject interest levels to explore and share ways to use Word for learning activities in their classrooms.

Week 2 Participants will find that many of the Tips and Tricks to be found in Word are also found in PowerPoint. They will then explore ways to format and animate text. They will then add clip art and sound effects to their presentations.

Week 3 Teachers will share with their Week 1 groups actual projects that they have tried in their classrooms. Excellent projects may result in video clips being added to iTunes University as podcasts.

Week 4 Participants will find that many of the Tips and Tricks to be found in Word are also found in Excel. They will then explore ways to insert graphs and clip art to their data analysis projects.

Week 5 Teachers will share with their Week 1 groups actual projects that they have tried with the students in their classrooms. Excellent projects may result in video clips being added to iTunes University as podcasts.